Colchester Public Schools Safe School Climate Plan

Introduction

To be written…..

Component	Actions	Person(s) Responsible	Timeline
Bullying Prevention and Intervention Policy	Implement and enforce Bullying Prevention and Intervention Policy	Superintendent of Schools School Administrators	Ongoing
Notification Requirements	• Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan	District Safe School Climate Coordinator	Annually
	• Notify students and parents/guardians/caregivers of the process by which students may make reports of bullying	District Safe School Climate Coordinator	Annually
	• Notify students and parents/guardians of the process by which students may make anonymous reports of bullying	District Safe School Climate Coordinator, Specialists, and School Administrators	Ongoing
	• The principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct	School Administrators	Ongoing
	• <u>The Board shall make its Safe School Climate Plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks</u>	Superintendent of Schools	<u>Not later than thirty (30) calendar days after CSDE approval and annually thereafter</u>

Safe School Climate Committee	● Appoint District Safe School Climate Coordinator ● Appoint Safe School Climate Specialists in each school to lead a Safe School Climate Committee ● Establish roles, responsibilities and procedures for Safe School Climate Committee including: o Attend training in the investigation of bullying o Conduct investigations o Receive copies of completed reports following investigations of bullying o Identify and address patterns of bullying among students in the school o Review and make recommendations to amend school policies relating to bullying o Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan and forms based on issues and experiences specific to the school o Educate students, school employees and parents and guardians of students on issues relating to bullying o Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law o Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school	Superintendent of Schools, or designee Principals District Safe School Climate Coordinator and Safe School Climate Specialists	Annually Annually Ongoing

Prevention and Intervention Strategy	● Identify effective evidence-based prevention and intervention strategies. Strategies may include, but are not limited to the following:	Director of Curriculum, Instruction, Safe School Climate District Coordinator and Safe School Climate Specialists	Ongoing
	o Implement a positive behavioral interventions and supports process or another evidence-based curriculum for safe school climate or for the prevention of bullying	Identified teachers	Ongoing
	o Make students aware of school rules prohibiting bullying, harassment and intimidation and establish appropriate consequences for those who engage in such acts	School Administrators and Teachers	Ongoing
	o Provide adult supervision of outdoor areas, hallways, the lunchroom, the bus, <u>at school sponsored events, on school-owned devices</u> and other specific areas where bullying is likely to occur	School Administrators and School Employees	Ongoing
	o Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school	Director of Curriculum and Instruction, Identified Teachers	Ongoing
	o <u>Develop</u> individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees	Safe School Climate Specialists and School Administrators	Ongoing
	o <u>Plan and initiate</u> school-wide training related to safe school climate, to include relevant training in Title IX/Sexual Harassment, Section 504/ADA, and cultural diversity	Director of Curriculum and Instruction/School Principals	Annual
	o Student peer training, education and support, including advocacy for victims		Ongoing
	o <u>Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying</u>		
	o Training in prevention, identification and response to teen dating violence <u>and bullying</u>	School Administrators	

	● Implement the evidence-based prevention and intervention strategies identified	Identified School Employees	
Assessment of School Climate	● Complete an assessment using the school climate assessment instruments including survey and focus groups	Safe School Climate Committee	Biennially
	● Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan	Safe School Climate Committee	Ongoing
	● Meet with Safe School Climate Specialists at least twice during each school year to discuss issues related to school climate/bullying	District Safe School Climate Coordinator	Two times per school year

Training	● Require that all school employees annually complete the training described in Conn. Gen. Stat. §§10-220a or 10-222j related to the identification, prevention and response to bullying ● Provide a prevention and intervention strategy for school employees to deal with bullying and teen dating violence	District Safe School Climate Coordinator and Specialists	Annually
	● Provide annual notice to students and parents/guardians/caregivers of the process by which bullying reports are made	School Principal	Annually
	● Provide all school employees with written or electronic copy of school district's safe school climate plan	Superintendent of Schools	Annually at beginning of school year
	● Provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics	Director of Curriculum and Instruction	
	● Train Safe School Climate Specialists in the investigation procedures	District Safe School Climate Coordinator	Annually

Reporting Procedures	● Orally notify the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying ● File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying ● Any student who believes s/he has been the victim of bullying/cyberbullying or who has witnessed bullying behavior should report the matter to any school employee, either in writing or anonymously ● Parent(s)/guardian(s)/caregiver(s) may file written reports of Suspected bullying/cyberbullying. ● Report acts of bullying that may constitute a criminal offense to appropriate law enforcement ● <u>Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education</u>	All school employees All school employees All Students All Parents/Guardians/Caregivers School administrator	<u>Not later than</u> one school day witnessing/receiving report <u>Not later than</u> two school days of oral notification Ongoing Ongoing
Investigation	● Investigate all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports ● Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report ● Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy ● Investigate bullying incidents that raise concerns about discrimination or harassment on basis of legally protected classifications ● Notify the parents/caregivers of the victim and the parents/caregivers of the student alleged to have	Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators School administrators refer investigations to Director of Pupil Services School Administrators	Promptly Promptly Upon completion of investigation As indicated Promptly

	committed acts of bullying that an investigation has commenced		
Response to Verified Acts of Bullying	● Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred	Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred
	● Notify the parents/guardians/caregivers of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed. <u>The notification required shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.</u>	School Administrators	Not later than 48 hours after the completion of the investigation
	● Invite the parent(s)/guardian(s)/caregiver(s) of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: 1. A description of the verified act(s). 2. A description of the school's interventions in response to the act(s). 3. Consequences, as appropriate	School Administrator	Upon determination that bullying has occurred
	● Invite the parent(s)/guardian(s)/caregiver(s) of any student against whom an act of bullying was verified after the completion of the investigation at which the following information will be shared: 1. A description of the verified act(s). 2. A description of the school's interventions designed to keep the student safe & prevent any further acts of bullying. 3. The content of the student safety support plan.	School Administrator	Upon determination that bullying has occurred

	● Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. ● Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.	Safe School Climate Specialists/School Administrators Safe School Climate Specialists/School Administrators	Upon determination that bullying has occurred Upon determination that bullying has occurred
Documentation and Record Keeping	● Establish a procedure for each school to: o Document and maintain records relating to reports and investigations of bullying in the school. o Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student. ● Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education	District Safe School Climate Coordinator District Safe School Climate Coordinator	July 1, 2021 Annually based on timeline established by CSDE